

SUPERVISING COURT INVESTIGATOR

DEFINITION

Under general direction, supervises the Court Investigators work unit; conducts civil investigations of conservatorships and guardianships; provides recommendations to the Court; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This one position class has full supervisory responsibility for Court Investigators and the clerical assistance for the work unit as well as participating in the work of the unit.

ESSENTIAL FUNCTIONS

1. Trains and evaluates staff; establishes performance standards; consults with staff regarding performance; assigns cases; approves leave time.
2. Reviews power of attorney problems; meets with investigators on difficult cases regarding recommendations; handles difficult problems related to conservatorship or guardianship cases; provides advice to attorneys and petitioners regarding the preparation of petitions.
3. Reviews case files; conducts field visits to interview all involved parties; assesses living conditions, financial and health status; reviews financial and medical records; investigates complaints regarding physical and/or financial abuse; arranges for interviews of parties outside the Southern California area.
4. Recommends judicial action on suitability of existing or potential conservators; prepares recommendations and presents them in written and verbal form; prepares memos and special reports to Court on non-contested cases.
5. Informs concerned parties of laws, regulations, and procedures of the Court; explains scope of services and legal rights to clients; assists in the completion and submission of legal forms.
6. Provides information on the nature of conservatorship and guardianship proceedings to families, general public and attorneys; makes presentations regarding conservatorship/guardianship and the function of the work unit.
7. Tracks and reports mileage of vehicles used in work unit.

8. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree in psychology, social work, or other behavioral science and four years court investigations experience or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Lead or supervisory court investigations experience is highly desirable.

Knowledge of

Principles and practices of supervision; legal terminology, documents, and procedures pertaining to case evaluation and processing; laws, legal/judicial procedure and local rules relating to evaluation of assigned cases; issues and circumstances typical of assignment area; medical/psychiatric terms and conditions; interviewing and investigation techniques; report writing techniques; basic types of business investments; correct use of grammar, spelling, and punctuation.

Ability to

Interact effectively with a wide variety of individuals from diverse backgrounds and educational levels who may be experiencing emotional stress, and/or mental and/or physical impairments; explain legal rights and court procedures; obtain needed information through interviewing and investigation; determine acceptability of legal documents for filing; examine and determine if the contents of probate files are consistent with statutory procedural requirements; recognize and respect limits of authority; identify need for judicial action and substantiate cause of action; formulate and present sound recommendations; present results of investigations orally and in writing; understand, interpret, and apply pertinent provisions of laws and local court rules governing area of assignment; write clear and comprehensive reports; complete assigned activities within time frames, organizing priorities and tasks with minimum supervision and direction; travel regularly by automobile and for long periods of time.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/00